



SHIRE OF MERREDIN

18 November 2014

Minutes of Ordinary Council Meeting

Held in Council Chambers
Corner King & Barrack Street's, Merredin



Common Acronyms Used in this Document

WEROC	Wheatbelt East Regional Organisation of Councils
GECZ	Great Eastern Country Zone
WALGA	Western Australian Local Government Association
CEACA	Central East Aged Care Alliance
CEO	Chief Executive Officer
DCEO	Deputy CEO
EMDS	Executive Manager of Development Services
EMES	Executive Manager of Engineering Services
EMCS	Executive Manager of Corporate Services
EA	Executive Assistant to CEO
LPS	Local Planning Scheme
LGIS	Local Government Insurance Services
AMP	Asset Management Plan
CBP	Corporate Business Plan
LTFP	Long Term Financial Plan
MRC&LC	Merredin Regional Community and Leisure Centre
CWVC	Central Wheatbelt Visitors Centre
UCL	Unallocated Crown Land
MoU	Memorandum of Understanding
LHAG	Local Health Advisory Group
NEWROC	North Eastern Wheatbelt Regional Organisation of Councils
WAPC	WA Planning Commission

Table of Contents



1.	Official Opening
2.	Public Question Time
3.	Record of Attendance / Apologies and Leave of Absence
4.	Disclosure of Interest
5.	Applications for Leave of Absence
6.	Petitions and Presentations
7.	Confirmation of Minutes of the Previous Meeting
7.1	<u>Ordinary Council Meeting held on 21 October 2014</u>
8.	Announcement by the Person Presiding without discussion
9.	Matters for which the Meeting may be closed to the public
10.	Receipt of Minutes of Committee Meetings
10.1	<u>Wheatbelt Health MoU Group Meeting held on 7 October 2014</u>
10.2	<u>GECZ Executive Meeting held on 9 October 2014</u>
10.3	<u>WEROC Council Meeting held on 22 October 2014</u>
11.	Recommendations from Committee Meetings for Council consideration
12.	Officer's Reports - Development Services
12.1	<u>Local Planning Scheme No. 6 – Amendment No. 3</u>
12.2	<u>Local Planning Scheme No. 6 – Telecommunications Tower – Location 21649 Merredin-Nungarin Road, Merredin</u>
12.3	<u>Bushfire Prone Vegetation Data Maps</u>
13.	Officer's Reports - Engineering Services
14.	Officer's Reports - Corporate and Community Services
14.1	<u>List of Accounts Paid</u>
14.2	<u>Monthly Finance Report</u>
14.3	<u>Disposal of Asset 377 (Plant Number PMOW27)</u>
14.4	<u>Integrated Planning and Reporting - Monitoring Review 2014</u>

15.	Officer's Reports - Administration
15.1	<u>Policy Manual Review – Staff Policies</u>
15.2	<u>Councillors and Staff Christmas Function</u>
15.3	<u>Council Meeting Dates for 2015</u>
15.4	<u>CEACA - Heads of Agreement – Access Housing</u>
16.	Motions of which Previous Notice has been given
17.	Questions by Members of which Due Notice has been given
18.	Urgent Business Approved by the Person Presiding or by Decision
18.1	<u>Layout of Council Chambers</u>
19.	Matters Behind Closed Doors
20.	Closure

Shire of Merredin
Ordinary Council Meeting
Tuesday 18 November 2014



1. Official Opening

The President welcomed those in attendance and declared the meeting open at 3.05pm.

2. Public Question Time

Nil

3. Record of Attendance / Apologies and Leave of Absence

3.1 Councillors:

Cr KA Hooper	Shire President
Cr RM Crees	Deputy President
Cr BJ Anderson	
Cr CA Blakers	(from 3.18pm)
Cr JP Flockart	
Cr DN Hayes-Thompson	
Cr MD Willis	
Cr ML Young	

3.2 Executive:

G Powell	CEO
R McCall	Deputy CEO
V Green	Executive Assistant to CEO
S Lowe	Media & Communications Officer

3.3 Members of the Gallery: M Gill, Merredin-Wheatbelt Mercury

3.4 Apologies: Nil

3.5 Approved Leave of Absence: Cr TS Thomas (CMRef 81410)

4. Disclosure of Interest

Nil

5. Applications for Leave of Absence

Nil

6. Petitions and Presentations

Nil

7. Confirmation of Minutes of the Previous Meeting

- 7.1 Ordinary Council Meeting held on 21 October 2014
[Attachment 7.1A](#)

Officer's Recommendation / Resolution

Moved: Cr Anderson **Seconded:** Cr Crees

- 81460 That the Minutes of the Ordinary Council Meeting held on 21 October 2014 be confirmed as a true and accurate record of proceedings.**

CARRIED 7/0

8. Announcement by the Person Presiding without discussion

Cr Blakers will be attending the State Tidy Towns Awards in Perth on Friday 21 November 2014 as the Shire of Merredin has been nominated for an Award.

9. Matters for which the Meeting may be closed to the public

Nil

10. Receipt of Minutes of Committee Meetings

- 10.1 Wheatbelt Health MoU Group Meeting held on 7 October 2014
[Attachment 10.1A](#)
- 10.2 GECZ Executive Meeting held on 9 October 2014
[Attachment 10.2A](#)
- 10.3 WEROC Council Meeting held on 22 October 2014
[Attachment 10.3A](#)

Officer's Recommendation / Resolution

Moved: Cr Young **Seconded:** Cr Crees

- 81461 That the minutes of the Wheatbelt Health MoU Group Meeting held on 7 October 2014, the GECZ Executive Meeting held on 9 October 2014 and the WEROC Council Meeting held on 22 October 2014 be received.**

CARRIED 7/0

11. Recommendations from Committee Meetings for Council consideration

Nil

12. Officer's Reports – Development Services

12.1 Local Planning Scheme No. 6 – Amendment No. 3

Development Services



Reporting Officer:	EMDS
Author:	John Mitchell
Legislation:	Planning & Development Act 2005, Town Planning Regulations 1967; Shire of Merredin Local Planning Scheme No. 6
File Reference:	LUP/5/8
Disclosure of Interest:	Nil
Attachments:	Schedule of Submissions received; Amendment No. 3 to LPS No. 6 as advertised (Attachment 12.1A)
Maps / Diagrams:	Within Attachment 12.1A

Purpose of Report

Executive Decision



Legislative Requirement

Background

At its October 2014 meeting Council considered a report from the EMDS regarding the LPS 6 Amendment 3. The report was considered early and is required to be adopted after the 17 October 2014. My apologies for the oversight. No information changes and the report is unaffected by the error.

Council must resolve by absolute majority to rescind the resolution of October 2014 (CMRef 81446) and consider this report in its place.

Council previously considered this matter at its 21 January 2014 meeting (CMRef 81212):

1. ***“That Whelans be advised that the Shire of Merredin supports a local planning scheme amendment to rezone lots 984 and 1016 French Avenue to Residential with the following modifications to the proposed amendment:***
 - a. ***Reclassifying to ‘Residential R10/50’ shall apply to lots 984, 1016 and the UCL land directly south of Lot 1016;***
 - b. ***The report must include reference to the government department providing Native Title clearance/extinguishment i.e. a letter of support or advice of extinguishment. This issue could be resolved during the advertising period;***

- c. The additional uses component is to be applicable to area shown as proposed Lot 1 (1.21Ha) comprising the old school and "A" uses shall reflect the current provisions of Councils Planning scheme and "D" uses shall not include a Veterinary Centre or an Exhibition Centre;*
- d. There shall be no public open space and cash in lieu payment is sought in line with the guidelines issued by the WAPC.*
- 2. That the proponent be advised that an outline development plan is required for subdivision development which must comply with the requirements of the Scheme and must include evidence to support extinguishment of Native Title, a stormwater/nutrient management plan and a site-specific contamination analysis to support the placement of residential development on the site."**

And at its 20 May 2014 meeting (CMRef 81357):

- 1. "That the Local Planning Scheme No. 6 Amendment No. 3 relating to rezoning of Lots 984 and 1016 French Avenue, Merredin be referred to the Environmental Protection Authority for comment and review as required by Section 81 of the Planning Act 2005;**
- 2. That the Local Planning Scheme No. 6 Amendment No.3 relating to Lots 984 and 1016 French Avenue, Merredin be adopted for advertising purposes upon clearance from Environmental Protection Authority;**
- 3. That the Shire President and Chief Executive Officer be authorised to sign the adoption and resolution pages of the proposed Amendment No. 3 to the Local Planning Scheme No. 6;**
- 4. That the applicant be advised that Council will immediately consider an outline development plan application for development of Lots 984 and 1016 French Avenue Merredin pursuant to Clause 5.9 of the Shire of Merredin Local Planning Scheme No. 6."**

This report recommends that having advertised Amendment No. 3 in accordance with the requirements of the Planning and Development Act 2005 that the proposed Amendment No. 3 to LPS No. 6 to rezone Lots 984 and 1016 and the UCL behind in O'Connor Street Merredin to R10/50 with additional uses be adopted and referred to the WA Planning Commission (WAPC) for inclusion within the Scheme.

Comment

Planning Bulletin of 29 December 1998 determines the procedures to follow to progress a planning amendment. An amendment advertising checklist has been completed. For information the following is provided:

1. advertising occurred in the Merredin Mercury on 3 September 2014;
2. Environmental Protection Authority (EPA) referral occurred on 10 July 2014;
3. Amendment displayed onsite (27 August 2014), in Council offices (27 August 2014), on notice boards (27 August 2014) and was available online through the Shire's website (28 August 2014);
4. correspondence was sent to all authorities within the checklist, Tourism WA and to the 12 neighbouring properties; and
5. a copy of the initial amendment and EPA advice has been supplied to the WAPC.

Council received 8 submissions as at 14 October 2014 ([Attachment 12.1B](#)). Any additional submissions received will be provided to Council at the Council meeting. If any additional submissions are received the attached schedule will be amended accordingly.

Within the report are several typographical errors – O'Connor Avenue is actually O'Connor Street and the Schedule Two table (column one) should read the number 1 and not X.

Policy Implications

Nil

Statutory Implications

The provisions of the Town Planning Regulations 1967 (Reg. 25) have been followed. The Regulations require that Council provide a recommendation on any submissions received before resolving to adopt the Scheme Amendment.

No submissions received as at 14 October 2014 required a formal recommendation or consideration and did not impact on an effected property.

Strategic Implications

Service Area: 3.3 Town Planning

Activities: Administration of LPS No. 6

Link to Vision: Liveable

Link to Strategic Priorities: Built Heritage

Service Level: As determined by legislation and LPS No. 6

Service Level Change: Nil

Sustainability Implications

➤ [Asset Management Plan](#)

Nil

➤ [Long Term Financial Plan](#)

Nil

➤ [Workforce Plan](#)

Nil

Financial Implications

Application fees of \$7,700 have been paid to progress the Scheme Amendment.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That:

1. Council rescind resolution CMRef 81446 of October 2014;
2. the submissions to Amendment No. 3 of Local Planning Scheme No. 6 received from Main Roads WA, Water Corporation, Department of Aboriginal Affairs, Department of Education, Department of Minerals and Petroleum, Telstra, State Heritage Office and the Department of Fire Emergency Services be noted and that an advice note relating to the Cultural Heritage Due Diligence Guidelines be provided to the Developer if the proposed Amendment No. 3 to rezone Lots 984 Unallocated Crown Land adjacent to Reserve 25536 and Lot 1016 is consented to; the mistake of O'Connor Avenue to O'Connor Street be corrected wherever it occurs within the text, and to remove the letter "X" from the schedule two table on page 2 and page 16 and replace with the number 1, of Amendment 3 to Local Planning Scheme No. 6;
3. pursuant to Section 75 of the Planning and Development Act 2005 Council adopt the Amendment No. 3 to Local Planning Scheme No. 6 to reclassify a portion of Unallocated Crown Land on corner of French Avenue and O'Connor Street Merredin from "no Zone" and "Public Purpose – Primary School" to "Residential R10/50" with a portion of Lot 984 as "Residential R10/50 – Additional use" and amending the scheme map accordingly;
4. the President and Chief Executive Officer be authorised to sign and place the common seal of the Shire of Merredin on the "final approval" page for Amendment No. 3 to Local Planning Scheme No. 6;
5. Amendment No. 3 to the Shire of Merredin Local Planning Scheme No. 6 be forwarded to the Western Australian Planning Commission; and
6. all submissions received be responded to and advised of Council's decision relating to Amendment No. 3 of Local Planning Scheme No. 6.

Crs Crees, Anderson and Flockart agreed to a motion to rescind resolution CMRef 81446.

Resolution

Moved: Cr Crees

Seconded: Cr Anderson

81462 That resolution CMRef 81446 be rescinded:

1. *"The submissions to Amendment No. 3 of Local Planning Scheme No. 6 received from Main Roads WA, Water Corporation, Department of Aboriginal Affairs, Department of Education, Department of Minerals and Petroleum, Telstra, State Heritage Office and the Department of Fire Emergency Services be noted and that an advice note relating to the Cultural Heritage Due Diligence Guidelines be provided to the Developer if the proposed Amendment No. 3 to rezone Lots 984 Unallocated Crown Land adjacent to Reserve 25536 and Lot 1016 is consented to; the mistake of O'Connor Avenue to O'Connor Street be corrected wherever it occurs within the text, and to remove the letter "X" from the schedule two table on page 2 and page 16 and replace with the number 1, of Amendment 3 to Local Planning Scheme No. 6;*

2. *pursuant to Section 75 of the Planning and Development Act 2005 Council adopt the Amendment No. 3 to Local Planning Scheme No. 6 to reclassify a portion of Unallocated Crown Land on corner of French Avenue and O'Connor Street Merredin from "no Zone" and "Public Purpose – Primary School" to "Residential R10/50" with a portion of Lot 984 as "Residential R10/50 – Additional use" and amending the scheme map accordingly;*
3. *the President and Chief Executive Officer be authorised to sign and place the common seal of the Shire of Merredin on the "final approval" page for Amendment No. 3 to Local Planning Scheme No. 6;*
4. *Amendment No. 3 to the Shire of Merredin Local Planning Scheme No. 6 be forwarded to the Western Australian Planning Commission; and*
5. *all submissions received be responded to and advised of Council's decision relating to Amendment No. 3 of Local Planning Scheme No. 6."*

**CARRIED 7/0
ABSOLUTE MAJORITY**

Reason

The matter was legislatively required to be formally considered by Council after 17 October 2014.

Resolution

Moved: Cr Crees

Seconded: Cr Young

81463 That:

1. **the submissions to Amendment No. 3 of Local Planning Scheme No. 6 received from Main Roads WA, Water Corporation, Department of Aboriginal Affairs, Department of Education, Department of Minerals and Petroleum, Telstra, State Heritage Office and the Department of Fire Emergency Services be noted and that an advice note relating to the Cultural Heritage Due Diligence Guidelines be provided to the Developer if the proposed Amendment No. 3 to rezone Lots 984 Unallocated Crown Land adjacent to Reserve 25536 and Lot 1016 is consented to; the mistake of O'Connor Avenue to O'Connor Street be corrected wherever it occurs within the text, and to remove the letter "X" from the schedule two table on page 2 and page 16 and replace with the number 1, of Amendment 3 to Local Planning Scheme No. 6;**
2. **pursuant to Section 75 of the Planning and Development Act 2005 Council adopt the Amendment No. 3 to Local Planning Scheme No. 6 to reclassify a portion of Unallocated Crown Land on corner of French Avenue and O'Connor Street Merredin from "no Zone" and "Public Purpose – Primary School" to "Residential R10/50" with a portion of Lot 984 as "Residential R10/50 – Additional use" and amending the scheme map accordingly;**
3. **the President and Chief Executive Officer be authorised to sign and place the common seal of the Shire of Merredin on the "final approval" page for Amendment No. 3 to Local Planning Scheme No. 6;**

- 4. Amendment No. 3 to the Shire of Merredin Local Planning Scheme No. 6 be forwarded to the Western Australian Planning Commission; and**
- 5. all submissions received be responded to and advised of Council's decision relating to Amendment No. 3 of Local Planning Scheme No. 6.**

CARRIED 7/0

12.2 Local Planning Scheme No. 6 – Telecommunications Tower – Location 21649 Merredin-Nungarin Road, Merredin

 <h2>Development Services</h2>	
Reporting Officer:	EMDS
Author:	John Mitchell
Legislation:	Planning & Development Act 2005; Shire of Merredin Local Planning Scheme No. 6
File Reference:	P9665
Disclosure of Interest:	Nil
Attachments:	NBN Planning Report – Location 21649
Maps / Diagrams:	NBN Plans of Development

Purpose of Report

Executive Decision

Legislative Requirement

Background

An application (PA10(2014)) has been received from Daly International on behalf of NBN Co. Limited to establish a fixed wireless facility within Location 21649 Merredin-Nungarin Road, Merredin ([Attachment 12.2A](#)).

Comment

At its March 2013 meeting Council considered an application from Daly International to establish a similar facility on Lot 1 Merredin-Nungarin Road, Merredin which was subsequently withdrawn when a neighbour objected due to alleged Electromagnetic Emissions (EME) levels.

Where an interested party provides a comment, such as refusal because of EME concerns, that person is required to provide evidence to support the conclusion. It is not up to the local government to disprove or approve that view. In this instance experts have performed EME tests on the facility and advise it is at less than 1% of maximum assigned levels. Additional information relating to EME is available from www.arpana.gov.au or <http://emr.acma.gov.au>.

The overarching document applicable for consideration of this application is the Statement of Planning Policy No. 5.2 Telecommunications Infrastructure issued by the WAPC. This document on page 4 states:

“The ARPANSA study reported that the highest daily average level (OF EME) was well below one per cent of the Australian Communications Authority’s public exposure limits and concluded that “given the very low levels recorded and the relatively low power of these types of transmitters, it is unlikely that the radiofrequency radiation from base stations would cause any adverse health effects, based on current medical research””.

The public benefits of the telecommunications infrastructure to locals, local businesses and WA generally will outweigh any alleged adverse health effects of EME.

Visual pollution is a further complaint that has arisen previously. Council’s consultant planner and the EMDS concur with the statement of the applicant that the lattice tower is the least visually intrusive design option.

Policy Implications

Nil

Statutory Implications

The landowner has signed the application forms. Planning fees have been paid.

The LPS No. 6 determines Telecommunications Infrastructure as a “D” use within the General Farming Zone. The Scheme requires that the use is not permitted unless the local government has exercised its discretion by granting planning approval.

There is no requirement to advertise the application.

An effect plan for the EME produced has been prepared to assess any impost on the proposed rural residential development ([Attachment 12.2B](#)). The inner circle is 400m and the outer 500m, the impact is negligible as defined by the Statement of Planning Policy No. 5.2 Telecommunications Infrastructure. Maximum levels of EME obtained are less than 1% of public exposure limits at 500m.

Strategic Implications

Service Area: 3.3 Town Planning

Activities: Process Development Applications

Link to Vision: Liveable

Link to Strategic Priorities: Town enhancement

Service Level: As determined by legislation & the Local Planning Scheme

Service Level Change: Nil

Sustainability Implications

➤ [Asset Management Plan](#)

Nil

➤ [Long Term Financial Plan](#)

Nil

➤ [Workforce Plan](#)

Nil

Financial Implications

Application fees of \$640 have been paid.

Voting Requirements



Simple Majority



Absolute Majority

Cr Blakers entered the meeting at 3.18pm.

Officer's Recommendation / Resolution

Moved: Cr Crees

Seconded: Cr Young

81464 That the application from Daly International on behalf of NBN Co. Limited to erect a 50m fixed wireless facility on Lot 21649 Merredin-Nungarin Road, Merredin in accordance with the Planning Application 10(2014) be approved without condition.

CARRIED 8/0

12.3 Bushfire Prone Vegetation Data Maps

Development Services



Reporting Officer:	EMDS
Author:	John Mitchell
Legislation:	Planning & Development Act 2005
File Reference:	LUP/5/13
Disclosure of Interest:	Nil
Attachments:	Draft Planning & Development (Bushfire Risk Management) Regulations 2014; Bushfire Regulations Discussion Paper (Attachment 12.3A)
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

The Department of Fire & Emergency Services (DFES) Office of Bushfire Risk Management have corresponded advising of the draft bushfire-prone vegetation data maps for the Shire of Merredin ([Attachment 12.3B](#)).

Comment

The towns of Nangeenan, Hines Hill, Nukarni and major component areas of Muntadgin and Burracoppin are classified as bushfire-prone areas. For Merredin the industrial area, large Reserves 42082, 23739, Lot 1 Dobson, UCL Lot 1260 within town and the quarry site are bushfire prone areas. Any development of land within 100m of these sites is subject to the provisions of the Regulations.

The Regulations may impact on development of the western lots of Carrington Way.

Council cannot distribute the maps. The maps will be viewable at the meeting.

The requirements of AS3959 will add additional costs to the development proposed.

The Office of Bushfire Risk Management has requested local government to provide comment/advice on the accuracy of the maps. As Council's Building Surveyor I am reluctant to provide any additional comment on those areas prescribed, however one classification is grasslands yet the entire Wheatbelt with crops has not been defined within this category.

The standard includes sown pasture as grasslands which, if managed with minimal fuel loads, is regarded as low threat. Crops can convey a fire relatively quickly through an area. Minimal fuel loads are only achieved once the crop is removed.

There are no requirements to submit plans for farm buildings (commonly called erroneously) Class 10(a)'s which in reality are Class 7 workshops. It is likely that the next phase of this process will be the submission of plans for all buildings constructed.

The Office of Bushfire Risk Management is asking Council to confirm acceptance of the data.

Policy Implications

There are no policy implications.

Statutory Implications

The Developer is required to prepare, or cause to be prepared, a bushfire attack level assessment for the development site. For the purposes of the Regulations a development site is referred to being in a bushfire prone area in either of the cases where the development is within a designated Bushfire Prone Area by the DFES maps or where the development site is within 100m of that Bushfire Prone Area Map.

The Regulations only call BAL-40 or BAL-FZ which places restrictions and controls on construction in accordance with Clauses 3, 8 and 9 of the Standard which includes integrity and insulation requirements for attached structures and adjacent structures.

The Standard provides that all buildings within the BAL-40 or BAL-FZ must comply with the construction requirements of AS3959-2012.

Whilst exemptions exist within the Building Regulations 2012 for farm buildings/farm dwellings to be the subject of the Act processes, in certain rural areas there is likely to be two standards of construction applied by the building industry.

Strategic Implications

Service Area: 3.3 Town Planning

Activities: Administration of Local Planning Scheme No. 6

Link to Vision: Liveable

Link to Strategic Priorities: Built heritage

Service Level: As determined by legislation and the local planning scheme

Service Level Change: Nil

Sustainability Implications

➤ [Asset Management Plan](#)

Nil

➤ [Long Term Financial Plan](#)

Nil

Cr Anderson left the meeting at 3.21pm.

Cr Anderson entered the meeting at 3.23pm.

➤ [Workforce Plan](#)

Nil

Financial Implications

Development within these Bushfire Prone Areas (or development site within 100m) will incur additional costs for compliance with LPS No. 6 and the Building Act 2011.

For Council information, it is likely that within twelve months an application for a dwelling will include independent reports from AS3959 Specialists such as bushfire and water absorption tests by a hydraulics engineer (Health Act 1911 requirement), in addition to the soils classification and footings report by a structural engineer, energy efficiency report by another specialist, and sand-pad compaction and compliance testing by an engineer on site all adding to costs to construct a dwelling.

This will add substantial cost to a dwelling constructed in the rural areas.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That the Office of Bushfire Risk Management be advised the Shire of Merredin makes no amendments to the Bushfire Prone Vegetation Data Maps provided by the Department of Fire and Emergency Services for the Shire of Merredin.

Resolution

Moved: Cr Flockart

Seconded: Cr Young

81465 That the Office of Bushfire Risk Management be advised the Shire of Merredin has concerns with the Bushfire Prone Vegetation Data Maps and specifically the inclusion of certain parcels of land, the ability to fight fires on those parcels and the broader cost implications of the classification and therefore seeks an extension of time until 31 December 2014 to provide further comment.

CARRIED 8/0

Reason

Although no issue was taken with the Planning and Development (Bush Fire Management) Regulations, Council wished to comment on the mapping.

13.	Officer's Reports - Engineering Services
------------	---

Nil items to report

14. Officer's Reports – Corporate and Community Services

14.1 List of Accounts Paid

Corporate Services



Responsible Officer:	David Burt, EMCS
Author:	Coco Shi, Senior Finance Officer
Legislation:	Local Government Act 1995 and Local Government (Financial Management) Regulations 1996
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	List of Accounts Paid
Maps / Diagrams:	Nil

Purpose of Report

Executive Decision

Legislative Requirement

Background

The attached List of Accounts Paid ([Attachment 14.1A](#)) during the month under Delegated Authority is provided for Council's information.

Comment

Nil

Policy Implications

As outlined in the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

Statutory Implications

As outlined in the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

Strategic Implications

Nil

Sustainability Implications

- Asset Management Plan

Nil

- Long Term Financial Plan

Nil

- Workforce Plan

Nil

Financial Implications

All liabilities settled have been in accordance with the Annual Budget provisions. It should be noted that outstanding Creditors total \$384,714.66.

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation / Resolution

Moved: Cr Hayes-Thompson **Seconded:** Cr Young

81466 That the schedule of accounts paid as listed, covering cheques, EFT's, bank charges, directly debited payments and wages, as numbered and totalling \$890,190.35 from Council's Municipal Fund Bank Account and \$2,170.45 from Council's Trust Account be received.

CARRIED 8/0

14.2 Monthly Finance Report

Corporate Services



Responsible Officer:	David Burt, EMCS
Author:	Coco Shi, Senior Finance Officer
Legislation:	Local Government Act 1995 and Local Government (Financial Management) Regulations 1996
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Monthly Finance Report
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

The Monthly Finance Report is attached for Council's information ([Attachment 14.2A](#)).

Comment

Nil

Policy Implications

As outlined in the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

Statutory Implications

As outlined in the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

Strategic Implications

Service Area: 5.3 - Governance and Corporate Services
Activities: Finance and Asset Management
Link to Vision: Developing
Link to Strategic Priorities: Civic Leadership
Service Level: Financial management meets all legislated requirements
Service Level Change: No service level change

Sustainability Implications

- Asset Management Plan

Nil

- Long Term Financial Plan

Compliance with the Local Government (Administration) Regulations 1996 and to also give Council some direction in regards to its management of finance over an extended period of time.

- Workforce Plan

Nil

Financial Implications

As outlined in [Attachment 14.2A](#).

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation / Resolution

Moved: Cr Young **Seconded:** Cr Willis

81467 That the Monthly Finance Report for October 2014 be received.

CARRIED 8/0

14.3 Disposal of Asset 377 (Plant Number PMOW27)

Corporate and Community Services



Reporting Officer:	DCEO
Author:	Rebecca McCall
Legislation:	Local Government Act 1995
File Reference:	RCS/4/28
Disclosure of Interest:	Nil
Attachments:	Nil
Maps / Diagrams:	Nil

Purpose of Report

Executive Decision

Legislative Requirement

Background

The Shire of Merredin received in writing a number of points for consideration from the Merredin Golf Club Incorporated (the Club). One of the points was the request for the slasher to be donated to the Club to allow members to undertake its own mowing.

The Shire of Merredin's Asset Register records Asset 377 (Plant Number PMOW27) at a value of \$8,194.

At its October 2014 Council resolved (CMRef 81449):

"That Council gift the slasher, Asset 377 (Plant Number PMOW27), to the Merredin Golf Club for the purpose of the Merredin Golf Club undertaking its own mowing requirements, subject to the requirements of Section 5.82 of the Local Government Act 1995 and the Merredin Golf Club being responsible for the ongoing maintenance and replacement of the slasher."

Comment

In accordance with Section 3.58 of the Local Government Act 1995, public notice was given of Council's intent to donate Asset 377 to the Merredin Golf Club Incorporated. Comments on the proposal were invited to be submitted in writing on or before 12pm on 12 November 2014. No submissions were received.

Policy Implications

Nil

Statutory Implications

Section 3.58 of the Local Government Act 1995.

Strategic Implications

Service Area: 1.2 Merredin Regional Community & Leisure Centre

Activities: Recreational activities and provision of facilities

Link to Vision: Liveable, Community, Spirit

Link to Strategic Priorities: Key Assets – recreational/sporting facilities; Community Spirit – events and activities

Service Level: Open 7 Days a Week

Service Level Change: No service level change

Sustainability Implications

➤ Asset Management Plan

Asset 377 will be required to be removed from the asset register and plant number PMOW27 deleted from the plant replacement list.

➤ Long Term Financial Plan

The replacement of plant number PMOW27 would be removed from the plant replacement list which integrates into the LTFP.

➤ Workforce Plan

There will be no Workforce Plan implications in terms of employee numbers. However, the time allocation to mow the golf course will be assigned to another job area.

Financial Implications

The asset register value of the slasher (Asset 377) is \$8,194.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation / Resolution

Moved: Cr Young

Seconded: Cr Blakers

81468 That Council gift the slasher, Asset 377 (Plant Number PMOW27), to the Merredin Golf Club Incorporated for the purpose of the Club undertaking its own mowing requirements.

**CARRIED 8/0
ABSOLUTE MAJORITY**

14.4 Integrated Planning and Reporting - Monitoring Review 2014

Corporate and Community Services



Reporting Officer:	DCEO
Author:	Rebecca McCall
Legislation:	Local Government Act 1995
File Reference:	CM/13/4
Disclosure of Interest:	Nil
Attachments:	Integrated Planning and Reporting – Monitoring Review 2014
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

In 2012/13 the Shire prepared its first suite of plans to meet the requirements of Western Australia's Integrated Planning and Reporting (IPR) framework:

1. Strategic Community Plan (SCP)
2. Long Term Financial Plan (LTFP)
3. Asset Management Plan (AMP)
4. Workforce Plan (WFP)
5. Corporate Business Plan (CBP)

Council has the responsibility to make strategic decisions, set policy and direction and provide oversight and monitor to ensure the adopted plans are achieved on behalf of its community.

The CEO and Administration's IPR responsibilities are to support Council through:

1. the design of the planning and monitoring processes
2. providing Council with the best available information to make decisions
3. follow through to implement plans with the allocated resources
4. track performance and report progress to Council

Council's IPR process plan outlines the strategic and monitoring framework, baseline indicators, key performance measures and planning cycle. The IPR framework forms an integral part of daily operations of the organisation to achieve a good standard of practice.

Comment

With the implementation of the suite of plans, monitoring is undertaken through the IPR Process Plan. [Attachment 14.4A](#) outlines Merredin's Baseline Report to include:

1. Community Well-Being Indicators
2. Vision Elements
3. CBP Indicators
4. Workforce Performance Measures

Policy Implications

Nil

Statutory Implications

It is a requirement to produce a plan for the future under Section 5.56(1) of the Local Government Act 1995. The IPR Framework has been introduced in Western Australia as part of the State Government's Local Government Reform Program.

Strategic Implications

Service Area: 5.2 Strategic Advice, General Management and Governance

Activities: Strategic Planning and implementation of SCP, CBP and annual plans

Link to Vision: Developing

Link to Strategic Priorities: Civic Leadership

Service Levels: Strategic Community Plan and Corporate Business Plan in pace

Service Level Change: No change

Sustainability Implications

- [Asset Management Plan](#)

Nil

- [Long Term Financial Plan](#)

Nil

- [Workforce Plan](#)

Nil

Financial Implications

There are financial implications to Council in relation to this item as the adopted Plans identify outcomes. Identified outcomes from the Plans are factored into Council's long term financial planning.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation / Resolution

Moved: Cr Young

Seconded: Cr Crees

81469 That the Integrated Planning and Reporting – Monitoring Review 2014 be noted.

CARRIED 8/0

15. Officer's Reports – Administration

15.1 Policy Manual Review – Staff Policies

Administration



Responsible Officer:	Greg Powell, CEO
Author:	Vanessa Green, EA to CEO
Legislation:	Local Government Act 1995
File Reference:	Policy Manual
Disclosure of Interest:	Nil
Attachments:	Proposed Policies
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

WALGA has undertaken a review of the policies and procedures applicable to employees which were included in part of its former Human Resources Manual. The objective of this review was to reduce the policies and procedures to the key issues that arise across the local government sector. The policies suggested for inclusion or updating in the current Policy Manual include:

1. Discrimination, Harassment and Bullying ([Attachment 15.1A](#))
2. Drug and Alcohol ([Attachment 15.1B](#))
3. Information Communications Technology (ICT) ([Attachment 15.1C](#))
4. Social Media ([Attachment 15.1D](#))
5. Uniforms ([Attachment 15.1E](#))

Comment

A Uniform Policy (2.8) and a Bullying/Harassment Policy (2.19) are already included in the Policy Manual. While the \$400 per financial year allowance has been included in the WALGA Uniform Policy template it is proposed to replace the Bullying/Harassment Policy in its entirety with the WALGA template as it is more substantial than the current Policy.

New policies proposed for inclusion are the ICT & Social Media policies as any costs associated with the provision of ICT equipment is borne by the ratepayer or comments are being made in the public arena on the Shire's website, Facebook and Twitter sites. It is proposed to include the Drug & Alcohol Policy due to its potentially serious nature & possible implications on employee and public safety.

Policy Implications

Update to the Policy Manual.

Statutory Implications

Nil. Part of the policy review undertaken by WALGA included ensuring the wording of the policies is legally compliant.

Strategic Implications

Service Area: Nil

Activities: Nil

Link to Vision: Nil

Link to Strategic Priorities: Nil

Service Level: Nil

Service Level Change: Nil

Sustainability Implications

➤ [Asset Management Plan](#)

Nil

➤ [Long Term Financial Plan](#)

Nil

➤ [Workforce Plan](#)

Nil

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That the Discrimination, Harassment and Bullying Policy, Drug and Alcohol Policy, Information Communications Technology Policy, Social Media Policy and Uniforms Policy be endorsed.

Resolution

Moved: Cr Crees

Seconded: Cr Blakers

81470 That the:

1. **Discrimination, Harassment and Bullying Policy;**
2. **Drug and Alcohol Policy;**
3. **Information Communications Technology Policy;**
4. **Social Media Policy; and**
5. **Uniforms Policy (as amended)**

be endorsed.

CARRIED 8/0

Reason

Cr Young highlighted that staff were not Council staff but more properly expressed as Shire staff.

15.2 Councillors and Staff Christmas Function

Administration



Responsible Officer:	Greg Powell, CEO
Author:	Vanessa Green, EA to CEO
Legislation:	Local Government Act 1995
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Nil
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

Each year Council provides a Christmas function for Councillors and staff to celebrate the season and to acknowledge the work achieved throughout the year.

Council Policy 1.12 - Annual Christmas Function states that an agenda item be presented to Council by no later than November each year requesting Council confirm the date and venue of the function.

Comment

The 2013 Christmas function was held at the Northside Tavern in the form of a set menu buffet. While children weren't entitled to attend, the venue allowed all staff to participate in the festivities without the need for them to work either in the set-up of the event/venue or during the evening as would be required if the function was held at a Shire venue. Functions in previous years were held at the MRC&LC which children were allowed to attend however this required staff to work in the Grandstand Bar to meet licensing requirements.

Staff have been surveyed to ascertain their preferences for the type of function to be held this year. Reactions were mixed with no clear venue or function style identified. Additionally, due to the anticipated number of attendees (i.e. 60-100 persons) venue options within Merredin are somewhat limited.

In an effort to reduce the burden on staff it is proposed that the 2014 Christmas function again be held at the Northside Tavern in the form of a set menu buffet on Friday 19 December 2014. The Tavern has confirmed this date is available and to avoid a possible clash in bookings a temporary reservation has been made.

Policy Implications

Policy 1.12 Annual Christmas Function applies.

Statutory Implications

Council's Code of Conduct applies.

Strategic Implications

Service Area: Nil

Activities: Nil

Link to Vision: Nil

Link to Strategic Priorities: Nil

Service Level: Nil

Service Level Change: Nil

Sustainability Implications

➤ Asset Management Plan

Nil

➤ Long Term Financial Plan

Nil

➤ Workforce Plan

Nil

Financial Implications

An allocation is included in the 2014/15 Budget at *E041110*.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation / Resolution

Moved: Cr Blakers

Seconded: Cr Crees

81471 That the Shire of Merredin 2014 annual Christmas function be held at the Northside Tavern in the form of a set "Christmas style" buffet menu on Friday 19 December 2014.

CARRIED 7/1

15.3 Council Meeting Dates for 2015

Administration



Responsible Officer:	Greg Powell, CEO
Author:	Vanessa Green, EA to CEO
Legislation:	Local Government Act 1995
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Nil
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

In accordance with Regulation 12(1) of the Local Government (Administration) Regulations 1996, at least once each year a local government is to give local public notice of the dates, times and place at which the Ordinary Meetings of Council are to be held in the next 12 months.

As such, the Shire of Merredin is required to advertise the meeting dates for the Ordinary Meetings of Council for 2015.

Comment

In previous years the Ordinary Meetings of Council have been held on the third Tuesday of every month commencing at 3.00pm. Council may wish to revise the day on which the Meetings are held and/or their commencement time, however the Officer's Recommendation makes the assumption that Council does not wish to make any changes.

Policy Implications

Policy 1.11 Council Meetings applies.

Statutory Implications

Regulation 12(1) of the Local Government (Administration) Regulations 1996 applies.

Strategic Implications

Service Area: 5.5 Administration
Activities: Prepare meeting agendas and complete minutes
Link to Vision: Developing
Link to Strategic Priorities: Civic leadership
Service Level: Nil
Service Level Change: No service level change

Sustainability Implications

➤ [Asset Management Plan](#)

Nil

➤ [Long Term Financial Plan](#)

Nil

➤ [Workforce Plan](#)

Nil

Financial Implications

Funds are included in the 2014/15 Budget at *E041110* to cover any costs associated with conducting Council meetings.

Funds are included in the 2014/15 Budget at *E042250* to advertise and promote the dates of Council meetings.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

Moved: Cr Crees

Seconded: Cr Blakers

That the 2015 Ordinary Meetings of Council be held in the Council Chambers of the Shire Administration Centre on the following dates commencing at 3.00pm:

Tuesday 20 January 2015;

Tuesday 17 February 2015;

Tuesday 17 March 2015;

Tuesday 21 April;

Tuesday 19 May 2015;

Tuesday 16 June 2015;

Tuesday 21 July 2015;

Tuesday 18 August 2015;

Tuesday 15 September 2015;

Tuesday 20 October 2015;

Tuesday 17 November 2015; and

Tuesday 15 December 2015

and that the above dates be extensively advertised and promoted to the local community.

Amendment

Moved: Cr Blakers **Seconded:** Cr Anderson

That the meeting commencement time be amended to 3.15pm.

4/4

The President exercised his casting vote and the amendment was LOST

Amendment

Moved: Cr Hayes-Thompson **Seconded:** Cr Blakers

That the meeting commencement time be amended to 3.30pm.

LOST 3/5

Resolution

Moved: Cr Crees **Seconded:** Cr Blakers

81472 That the 2015 Ordinary Meetings of Council be held in the Council Chambers of the Shire Administration Centre on the following dates commencing at 3.00pm:

Tuesday 20 January 2015;	Tuesday 21 July 2015;
Tuesday 17 February 2015;	Tuesday 18 August 2015;
Tuesday 17 March 2015;	Tuesday 15 September 2015;
Tuesday 21 April;	Tuesday 20 October 2015;
Tuesday 19 May 2015;	Tuesday 17 November 2015; and
Tuesday 16 June 2015;	Tuesday 15 December 2015

and that the above dates be extensively advertised and promoted to the local community.

CARRIED 6/2

15.4 CEACA - Heads of Agreement – Access Housing

Administration



Responsible Officer:	Greg Powell, CEO
Author:	Vanessa Green, EA to CEO
Legislation:	Local Government Act 1995
File Reference:	GR/9/13; GR/17/11
Disclosure of Interest:	Nil
Attachments:	Draft Heads of Agreement
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

In collaboration with WEROC (5) and NEWROC (6) Councils the Shire of Merredin has been progressing the CEACA project which involves the construction and management of 211 independent living units across the 11 Shires for aged care housing.

WEROC has also been progressing the formation of an incorporated body (Wheatbelt Communities Inc) to administer Royalties for Regions projects, CEACA and other future initiatives that may arise. The incorporated body will have less legislation to deal with for the construction of the units as well as less compliance than if a Regional Council was to be created and it will also have the added advantage of being able to enter into legal arrangements in its own right.

Comment

In progressing the CEACA project an opportunity has been identified to partner with Access Housing Australia Pty Ltd in relation to the ongoing management and development of the units.

Access Housing is a not-for-profit company with the objective of increasing the supply of affordable housing with expertise in relation to management of rental housing and housing development programs.

In order to formalise the arrangements between CEACA and Access Housing a Heads of Agreement document has been developed ([Attachment 15.4A](#)) which details the basis under which both parties will progress the CEACA project. While the document may require amendment following the establishment of Wheatbelt Communities Inc., Council's support is sought to enter into the Agreement with Access Housing.

Policy Implications

Nil

Statutory Implications

Nil at this time.

Strategic Implications

Service Area: 4.1 Community Development

Activities: Aged Care & Accommodation

Link to Vision: Community spirit; Inclusive, Liveable

Link to Strategic Priorities: Regional collaboration; Key assets – land and buildings

Service Level: Currently developing an “Aged Care Strategy” with 10 Councils

Service Level Change: New independent living units to be constructed across the region

Sustainability Implications

➤ Asset Management Plan

Nil

➤ Long Term Financial Plan

Nil

➤ Workforce Plan

Nil

Financial Implications

Nil at this time.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation / Resolution

Moved: Cr Crees

Seconded: Cr Anderson

81473 That Council provide in principle support to the Heads of Agreement document between CEACA and Access Housing Australia Pty Ltd.

CARRIED 6/2

16.	Motions of which Previous Notice has been given
------------	--

Nil

17.	Questions by Members of which Due Notice has been given
------------	--

Nil

18.	Urgent Business Approved by the Person Presiding or by Decision
------------	--

18.1	Layout of Council Chambers
-------------	-----------------------------------

Resolution

Moved: Cr Young

Seconded: Cr Blakers

81474 That Council give formal consideration to reviewing the Council Chambers layout to assist people with impairments to participate fully in meetings.

CARRIED 7/1

19.	Matters Behind Closed Doors
------------	------------------------------------

Nil

20.	Closure
------------	----------------

There being no further business the President thanked those in attendance and declared the meeting closed at 4.35pm.